

27 OCT 1994

12.0 STAFFING RATIOS and STAFF QUALIFICATIONS

12.1 Staff/Child Ratios. The ratio of staff to children shall be met at all times to maintain constant supervision and to quickly effect evacuation in the event of fire or other emergencies.

12.1.1 The following minimum staff/child ratios shall be fully implemented and apply at all times:

IF CHILDREN ARE AGES:	THEN THE RATIO OF STAFF PER CHILDREN IS:
6 wks. - 12 mos.	1 staff member per 4 children
13 mos. - 24 mos.	1 staff member per 5 children
25 mos. - 36 mos.	1 staff member per 7 children
37 mos. - 5 yrs.	1 staff member per 12 children
6 yrs. - 8 yrs.	1 staff member per 15 children
9 yrs. - 12 yrs.	1 staff member per 15 children

12.1.2 It is preferable that the ratio for infants 6 weeks to 6 months be one adult per three children.

27 OCT 1994

STAFFING RATIOS and STAFF QUALIFICATIONS, cont.

- 12.1.3 For mixed age groups, staffing requirements shall be met for the age of the youngest child in the group as follows:

IF:	THEN:
Children in an age category make up 20 percent or more of the group	Use the staff/child ratio for that group.
Children in an age category make up less than 20 percent of the group	Use the staff/child ratio of the next higher age group.

- 12.1.4 Only staff whose full-time responsibility is to provide direct care to children shall be counted in the ratios.

- Staff performing duties other than child care (e.g., director, cleaning, laundry, food service or operations clerks) will not be counted in the ratios.

- 12.1.5 At least two caregivers shall be present with each group of children at all times.

- When this is not possible, due to limited room capacity, closed circuit television or other comparable observation measures must be taken to ensure oversight by more than one adult.

NOTE: This does not alter the required staff/child ratio.

- 12.1.6 During rest times, the ratio may be doubled (except for infants 6 weeks to 24 months) to allow staff to attend training. The required number of staff must remain in the facility and be readily available in case of emergency.

27 OCT 1994**STAFFING RATIOS and STAFF QUALIFICATIONS, cont.**

- 12.1.7 Volunteers and student help under 18 years of age may not be counted in determining compliance with staff/child ratio and must work under direct supervision at all times.
- 12.1.8 Ratios must be followed when children are on playgrounds.
- 12.1.9 If special needs children are enrolled (Section 6), the staff/child ratio must be adjusted as necessary to ensure that the development of all the children in the group is not hampered.
- 12.1.10 If toilets are located outside the room in which care is provided, no child may leave the room without adult supervision.
- 12.1.11 To promote consistency and meet program objectives, at least one full-time caregiver shall be available to each age group throughout the day.

27 OCT 1994

STAFFING RATIOS and STAFF QUALIFICATIONS, cont.

- 12.2 Group Size. The number of children assigned to a group shall be limited. The following group size requirements shall be met at all times of the day, except during social activities such as field trips. During arrival and departure time groups may be mixed for efficient staff scheduling and the mixed age group sizes (paragraph 12.2.3) apply.

IF CHILD'S AGE IS:	THEN MAXIMUM GROUP SIZE IS:
6 wks. - 12 mos.	8
13 mos. - 24 mos.	10
25 mos. - 36 mos.	14
37 mos. - 5 yrs.	24
6 yrs. - 8 yrs.	30
9 yrs. - 12 yrs.	30

- 12.2.1 Group assignments should be based on children's developmental levels. It is not required that children be moved to the next age group on their birthday. Rather, class enrollment should be looked at from a school year perspective.
- 12.2.2 More than one group may occupy a classroom. Each group shall have its own clearly defined physical space, assigned staff, equipment and furnishings and primary interest centers.

27 OCT 1994

STAFFING RATIOS and STAFF QUALIFICATIONS, cont.

- 12.2.3 For mixed age groups, a CDC shall meet the group size requirement for the youngest child in the group as shown in the table below:

IF:	THEN USE:
Children of an age category make up 20 percent or more of the group.	The maximum group size requirement of that age category found in the table on the previous page.
Children of an age category make up LESS than 20 percent of the group.	The maximum group size requirement of the next highest age category found in the table on the previous page.

- 12.2.4 A supervisory level staff member shall be in the CDC at all times.

- Supervisory level is defined as the program administrator, director, assistant director, or person qualified and designated to function in the absence of the director.

- 12.2.5 Regular and supervisory staff should be rotated for evening and weekend care to ensure adequate supervision of flexible staff.

- 12.2.6 New staff members will be closely monitored by the supervisory staff during their first 30 working days.

- 12.2.7 New staff members shall work in line of sight or under direct supervision of an employee who has a completed background check until the new employee's clearance is received.

27 OCT 1994

STAFFING RATIOS and STAFF QUALIFICATIONS, cont.

12.3 Staff Qualifications. Staff members shall be hired based on their demonstrated ability to work with children in a group and on their understanding of children's needs.

12.3.1 CDC Director and CDP Administrator positions shall be classified in the 1701 series. CDC directors hired after 23 March 1991 and all other program administrators/directors (e.g., FCC coordinators) hired after 1 October 1993 shall have at a minimum a baccalaureate degree in child development, early childhood education, home economics (early childhood emphasis), elementary education, special education, or other degree appropriate to the position from an accredited college. A combination of education and experience that meets the requirements of the X118 standards may be substituted. Education substitutions may be in related fields which include but are not limited to education, social work, home economics, psychology, or child-related field.

- CDC director, program administrator, and FCC coordinator positions are critical to program operations and when vacant shall be filled with a qualified applicant within 90 days.
- CDC directors/program administrators shall receive training in budgeting, administration, personnel management, and supervision.

STAFFING RATIOS and STAFF QUALIFICATIONS, cont.

12.3.2 At least one employee shall be a Training and Curriculum (T&C) Specialist. In military centers, this person shall be an employee in a competitive service (i.e., general schedule) position. The T&C shall meet the professional qualification of the National Academy of Early Childhood Programs' Early Childhood Specialist (Baccalaureate Degree in Early Childhood Education/Child Development and at least 3 years of full-time teaching experience with young children and/or a graduate degree in ECE/CD). The duties of the T&C shall include:

- Special teaching, role-modeling, and demonstration of activities in facilities and FCC program
- Daily oversight and instruction of other child care employees
- Daily assistance in preparation of lesson plans
- Assistance in the child abuse prevention and detection training program
- Advice to the CDPA/CDCD on the performance of other child care employees
- Assistance in the development and implementation of parent education programs.

CDCs with a capacity of less than 100 may dual hat the CDP administrator/CDC director or the assistant director, providing they meet qualifications, as the T&C. FCC coordinators may not be dual hatted as the T&C. Under certain circumstances (e.g., the number of facilities, program capacity, number of staff, distance between facilities, and remote location) may warrant hiring an

27 OCT 1994

STAFFING RATIOS and STAFF QUALIFICATIONS, cont.

additional T&C to ensure training requirements are met. Qualified program personnel (GS/GSE 5s) may be used to assist the T&C in carrying out training requirements.

12.3.3 All caregivers shall be at least 18 years of age. At a minimum, caregivers shall:

- Hold a high school diploma or equivalent
- Be able to speak, read, and write English
- Be able and willing to undergo required training
- Express respect for and affection toward children
- Understand the need for children to share experiences, ideas, and feelings and be able to listen to them with attention and respect
- Recognize and respect a child's unique cultural heritage
- Understand and be sensitive to the pressures of military family life

12.3.4 There shall be at least one staff member designated as the lead caregiver in each activity room with the skills and knowledge necessary for planning and implementing a developmental program. Recommend this position be at the full performance level. When possible, recommend one program technician for each age group to assist with training.

27 OCT 1994

STAFFING RATIOS and STAFF QUALIFICATIONS, cont.

- 12.4 The use of volunteers, interns and teen aides is encouraged as a means of providing additional support to the program (e.g., assisting in the care of children with special needs or on field trips, conducting special activities or lessons).
- 12.4.1 At no time shall volunteers be used in place of paid personnel (i.e., not counted in child:staff ratios).
- 12.4.2 Volunteers shall never be left with sole responsibility of a child or children or be without supervision of qualified staff person.
- 12.4.3 All volunteers should receive a minimum of 2 hours of training before caring for children. This training shall include:
- Information on CDC policies and procedures
 - Child abuse identification and reporting
 - Protecting the health and safety of children
- 12.4.4 Volunteers, interns and teen aides require background screening. (See Section 10.)